

## **CHILD CARE CENTER LICENSING COMMITTEE MEETING MINUTES**

10 September 2015  
Highland Plaza Building, Room 425  
3760 South Highland Drive  
Salt Lake City, UT

**Members Present:** Deborah Lynne Tilley, Genevieve Romero, Becky Lageschulte, Naysla Anderson, Dale Smith, Scott Smith, and Julie H. Shakib.

**Members Excused:** None.

**Members Absent:** None.

**Department of Health and Child Care Licensing Staff Present:** Teresa Whiting, Simon Bolivar, Karrie Phillips, Jessica Strout, Joyce Hasting, Sarah Atherton, Kathleen Sanders, Donna Thomas, Robin Reed, Jaylene Bruner, and Austin Roy.

### **WELCOME**

Ms. Tilley welcomed those members of the committee and the public who were in attendance. Committee members gave brief introductions and new members were welcomed. Meeting commenced at 9:00 a.m.

### **APPROVAL OF MINUTES**

Minutes from the July meeting were unanimously approved by the committee.

### **OLD BUSINESS**

#### **Proposed Rule Changes**

- R381-100-6 (e), Cushioning
  - After having looked into the proposed rule change regarding cushioning (discussed in the previous meeting), it has been determined that the proposed changes would adversely affect too many providers and that the costs of compliance would be too high for most providers. The proposed rule change is not reasonable, fair, or feasible. Thus, the proposed rule change will not be implemented.
- R381-100-7 (1), Definition of Director
  - The language in this rule has been amended to clarify that the 60 working days requirement applies to all NEW directors.
- R381-100-7 (ii), Utah Early Childhood Career Ladder Courses,

- Updated based on comments from the committee, removed the phrase: “...offered through Child Care Resource and Referral...”
- R430-6-5
  - Wording and grammatical errors corrected.

**Approval of Proposed Rule Changes:** Child Care Center Licensing Committee unanimously approved rule changes and proposed they be submitted.

**Committee Newsletter:** No update, carry forward.

## **NEW BUSINESS**

### **Committee Chair and Vice-Chair Election**

- Committee Chair: Deborah Lynn Tilley was nominated and approved by the Child Care Center Licensing Committee for a new term as the Committee Chair.
- Committee Vice-Chair: Dale Smith was nominated and approved by the Child Care Center Licensing Committee for a new term as the Committee Vice-Chair.

### **Licensed Facility Decal**

- It was proposed that the licensed facilities decal (window sticker) be revised to no longer include the year that the license is issued; the change was approved by the committee. It was also proposed that the size of the decal be made larger; change not approved by committee.
  - After discussion it was determined that the year should be removed from the decal, since this would cut cost for CCL, and also, since the year is not a useful indicator of a facilities licensed status. Removal of year from decal approved by committee.
  - Increasing the size of the decal was discussed by the committee, but it was determined that a larger decal would not be ideal for home providers. Committee voted and approved to keep the decal the same size.

## **AGENCY AND COMMITTEE REPORTS**

### **Child Care Licensing – Simon Bolivar**

- **Provider Portal:**
  - The Provider Portal landing page (homepage) is where the new committee newsletter will be housed, along with any important updates and news from the Child Care Licensing Program (including all mailer information from the green cards the CCL Program sends out).
- **Federal Office of Child Care Webinar:**
  - During the most recent webinar from the Federal Office of Child Care, a few states were highlighted for having exemplary online structure, websites, and posting of compliance reports, and the State of Utah was one of them. In particular Child Care Licensing and Care About Childcare, were highlighted as

outstanding examples of having an easily accessible website, intuitive online structure, user friendly interface, and fluid sharing of data between intergovernmental organizations. The majority of the presentation focused specifically on Utah and all the positive things the state is doing.

- **NARA Training:**
  - The Child Care Licensing Program has been invited to present at the September NARA training in Boston, MA. The Program will specifically be presenting on its website and database.
- **Exempt Facilities:**
  - Due to the new stringent requirements set forth by SB-12, many exempt facilities are choosing to become licensed (the requirements set forth by SB-12 are also licensing requirements) since there are only a few more extra requirements to become licensed. In addition, food money is now tied to either exempt status or being licensed with the state. Thus, as a result of SB-12, several exempt facilities have chosen to become licensed, and it is likely that others will follow suit.
- **New-Hires:**
  - The Child Care Licensing Program has had several new-hires in the past couple months, including:
    - Robin Reed, Licensing Specialist.
    - Jaylene Bruner, Licensing Specialist.
    - America Gutierrez, Office Specialist.
    - Nina Cleere, Background Screening Specialist.
- **Update on New Background Screening Rule:**
  - The public comment period ended with no comments, and the background screening rules are now in effect.
- **Sex Offender Registry Report:**
  - The Child Care Licensing Background Clearance Unit now checks the Sex Offender Registry Report for each provider screening it runs, as well as for each facility address on file. The report shows all sex offenders within a 1/2 mile radius of a childcare facility.
  - The Background Clearance Unit performs two checks on each background screening.
  - Child Care Licensing Program licensors are now required to print out a sex offender registry report for each inspection they conduct.
- **Playground Inspections:**
  - All CCL Program licensors will be trained to conduct playground inspections by the end of the year, with several receiving national certification.
  - As a result of all licensors being trained and/or certified playground inspectors, the outdoor portion of the announced inspection, which includes the playground, will be conducted in one single visit.

#### **Care About Childcare – Steve Matherly**

- **DWS Provider Portal:**
  - Moving forward DWS will be paying providers directly (pay-to-provider), this will require that all providers who wish to receive subsidies be registered on the DWS Provider Portal.
- **Child Care Development Fund:**

- The process for getting the Child Care Development Fund up and running is almost complete, and will go into law in October.
- **Care About Childcare:**
  - The Care About Childcare Website (cac.utah.gov) has seen a dramatic increase in traffic in recent months, and this is a positive sign that the website is getting greater exposure than ever before.

## **PUBLIC COMMENT**

No comments.

**Ms. Tilley adjourned the meeting at 11:00 a.m.**

## **ASSIGNMENTS**

- **Simon:**
  - Add the Center Newsletter to the Provider Portal.
- **Newsletter – Deborah, Dale, Genevieve, and Becky:** Create, finalize, and distribute a Child Care Center Licensing Committee Newsletter with “best practices”.

## **UPCOMING SCHEDULE 2015**

**November 12, 2015**

3760 S. Highland Dr.  
Salt Lake City, UT  
Room 425  
9:00 a.m. to 11:00a.m.

Anyone with a disability requiring accommodations to attend or fully participate in this program should contact Austin Roy at (801) 584-8294 or via email at aroy@utah.gov to request reasonable accommodations.